

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

GRADUATE LEGAL ASSISTANT

Office of the State Public Defender
801 K Street, Suite 1100
Sacramento, CA 95814
(916) 322-2676

OPEN SPOT EXAMINATION

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

SPOT EXAM FOR

SAN FRANCISCO 6DE06

FINAL FILING DATE: AUGUST 21, 2006

HOW TO APPLY

Applications may be filed in person or by mail with:

Office of The State Public Defender
Testing Unit
801 K Street, Suite 1100
Sacramento, CA 95814

(See General Information on where to obtain an application.)

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

Application (Form 678) must be POSTMARKED no later than the final filing date. If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

QUALIFICATIONS APPRAISAL INTERVIEW

No written test is required. The entire examination will consist of an interview. It is anticipated that interviews will be scheduled in August or September.

SALARY RANGE \$3493 - 3833

ELIGIBLE LIST INFORMATION

The resulting eligible list will be used to fill vacancies in San Francisco only. Eligibility expires 12 months after it is established. A candidate may be tested by this agency for this classification only once during any 12 month period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Current eligibility to take The California State Bar examination. (Persons in their last year of law school may compete in the examination but many not be appointed until they have eligibility to take The California State Bar examination.)

THE POSITION

The Graduate Legal Assistant class is primarily designed to afford law school graduates an introduction to legal practice in the State service. Incumbents in the class must demonstrate acceptable progress toward higher level classes in order to continue their employment in this class. As one measure of this progress, an incumbent must successfully pass the written portion of The State Bar examination within twelve (12) months of appointment. Failure to meet this standard will be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.

Under close supervision, the Graduate Legal Assistant will perform legal work concerned with representing indigent clients who have been convicted of capital murder. Typical tasks include but are not limited to reviewing court transcripts and other court documents; coordinating document searches for social history documents; analyzing information contained in various documents obtained through investigation; interviewing mitigation witnesses; and researching and drafting issues for both appellate briefs and habeas corpus petitions. Travel may be required. Positions are located with the Office of the State Public Defender in San Francisco.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. To obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

SCOPE OF THE EXAMINATION

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Legal principles and their application.
2. The use of legal reference works.
3. Legal terminology.

B. Ability to:

1. Reason logically.
2. Analyze situations accurately and adopt an effective course of action.

VETERANS PREFERENCE CREDIT will be granted.

SEE REVERSE SIDE FOR MORE INFORMATION

GENERAL INFORMATION

Applications are available at the State Personnel Board office or on their website (www.spb.ca.gov), local offices of the Employment Development Department and the Office of the State Public Defender.

For an examination without a written feature it is the candidate's difficult to contact the Testing Unit in Sacramento, (916) 322-2676 six weeks after filing if he/she has not received a progress notice.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of the State Public Defender reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and San Francisco. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire after a period of one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans preference credit will be added to the final score of all open competitors in the examination who qualify for, and have requested, these points and who are successful in all parts of the examination. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

OFFICE OF THE STATE PUBLIC DEFENDER

Testing Unit
801 K Street, Suite 1100
Sacramento, CA 95814
Telephone: (916) 322-2676

California Relay (Telephone) Service for
the Deaf or Hearing Impaired:
From TDD Phones 1-800-735-2929
From Voice Phones 1-800-735-2922